



FBIS-2510/88
12 January 1988

MEMORANDUM FOR: Chief, Information Systems Security Division
Office of Security

VIA: FBIS Security Officer

FROM:
Chief, Engineering Support Group/FBIS

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SUBJECT: FBIS Request for Exception to

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1. The Foreign Broadcast Information Service (FBIS) requests an exception to the "lock and key" provisions for unclassified magnetic media contained in the subject Headquarters Notice.

2. All components of FBIS, both foreign and domestic, currently adhere to all other portions of the Headquarters Notice including: marking and identifying, controlling and protecting, and removing and destroying diskettes. This adherence is evidenced by our continuing work with the Office of Security in seeking concurrence when procuring ADP systems, registering our serial numbers when the systems are received, and seeking guidance in our Headquarters and Field Bureau standard operating procedures.

3. The only portion of the Headquarters Notice with which we take exception is the requirement to store unclassified magnetic media under lock and key All of our IBM PC compatible 5 1/4 inch floppy disks are unclassified. We estimate that we currently have over 5500 (refer to the first and last entries of attached Survey Form) of these unclassified floppies and many of them enter and leave uncontrolled areas such as our Field Bureaus and our Independent Contractor facilities each day. The storage under lock and key while inside our offices would not only inspire a false sense of control but it would also impose a hardship on our data control personnel.

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4. There is no opportunity for these unclassified floppies to become mixed with classified floppies because our few classified floppies are Wang diskettes which are labeled, controlled, and stored as classified material. The classified systems currently consist of one Wang workstation operated by our FBIS Wang Manager and one Wang PC (called an Intelligent Communication Terminal) operated by cleared personnel in a closed environment. All of the diskettes for these systems are kept separate and apart from our PC compatible devices.

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5. FBIS, therefore, requests an exception from the requirement to store the IBM PC compatible magnetic media under lock and key. Please advise FBIS ADP Control Officer if we can be of assistance in gaining this exception.

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Attachments:

A. Survey Form

B.

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CONCUR:

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FBIS, Security Officer

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